

**Joint Administration Committee/Labor Relations & Employee Services Committee**  
**August 7, 2017**  
**Minutes**

**Committee members present:** Chairman David Hintz, Ted Cushing, Billy Fried, Robb Jensen and Bob Mott.

**Call to order:** Chairman Hintz called the meeting to order at 9:30 a.m. in Committee Room Two of the Oneida County Courthouse. The meeting has been properly posted and mailed in accordance with the Wisconsin Open Meeting law and the facility is handicap accessible.

**Approve agenda:** Motion by Cushing/Fried to approve today's agenda with the order of items at the Chair's discretion. All aye; motion carried.

**Approve minutes:** Motion by Jensen/Cushing to approve the minutes of 7/18/2017 as presented. All aye; motion carried.

**Out-of-state/county travel requests:** Tracy Hartman, County Clerk's Office – Wisconsin Counties Association annual conference, Sept. 24-26, 2017. Motion by Jensen/Cushing to approve the County Clerk's Office, Tracy Hartman's attendance at the WCA Annual Conference. All aye; motion carried.

**Vouchers, reports, purchase orders, line item transfers and updates:**

ITS:

- Motion by Cushing/Jensen to approve the ITS bills and blanket purchase orders as presented. All aye; motion carried.
- ITS Planning update – Marie Thompson gave an update on progress being made in ITS. Discussion regarding the planning update report.

County Clerk:

- Motion by Mott/Cushing to approve the Clerk's bills as presented. All aye; motion carried.

Treasurer:

- 2016/2017 In Rem Properties – Kris Ostermann and Tara Ostermann gave an update on In Rem Properties and explained the process used to determine what properties should be looked at. Discussion regarding the properties that are currently In Rem. Motion by Cushing/Jensen to move forward with all properties. All aye; motion carried.
- Open bids 2017-2018 In Rem Title Work – Ostermann opened bids for In Rem Title Work. Bids received from Midwest Title (\$65/parcel), Shoreline Title (\$99/parcel with special assessment letters included and updates included), Northern Title (\$65/parcel, updates at no additional charge, special assessments \$20/letter). Motion by Cushing/Jensen to have Ostermann contact Gowey and get clarification on the other charges and if they come in under Northern then approve contract with Gowey, however, if they are over Northern to approve contract with Northern pending corporation counsel review. All aye; motion carried.

- Report on energy efficiency (moved from #12). Fried explained that he asked Troy Huber to stop in and answer any questions the committee may have regarding energy efficiency. Fried explained some of the projects that have been occurring to help with energy efficiency and Huber answered questions regarding the projects. Discussion regarding the projects that are being completed and questions regarding other options.

Finance:

- Motion by Cushing/Jensen to approve the bills from the finance director as presented. All aye; motion carried.
- General Investments Report – Discussion regarding the report. Smith explained the 2016 vs. 2017 interest income.
- 2017 Contingency Budget – Smith gave an update on the contingency budget and changes that have been made.
- 2017 Vacancy Budget Update – Smith gave a report on vacancy budget.
- Oneida County Humane Society services agreement and dog licensing fee. Rupert introduced himself and gave an update on their proposal. Discussion regarding the fees currently charged for dog licenses and where that money goes. Motion by Jensen/Hintz to have corporation counsel investigate the process for increasing the Oneida County dog licensing fees, State Statute Chapter 173/174 and pertinent to Chapter 20 through the Oneida County Code. All aye; motion carried. Discussion regarding proposed Oneida County Humane Society agreement and concerns regarding the contract.
- Meeting Attendance Policy (moved from # 10). Desmond discussed County Code 2.31 and gave recommendations as to how Chapter 2 could be amended to better address attendance issues. Discussion regarding excused vs. unexcused absences and who is able to grant them. Discussion regarding how to handle continued absences from Committee meetings and County Board. Suggestions were made as to how to amend County Code 2.31. Suggestions/discussion included loss of per diem, when do absences need to be excused, who determines what is excused, frequency of absences and leaving early. Desmond will draft some suggested changes and bring them back next month.
- Human Service Center Loan Agreement. Smith presented a new agreement for the committee to approve that updated the numbers to reflect the correct amount. Motion by Cushing/Mott to approve the new loan agreement for the Human Service Center. All aye; motion carried.
- Resolution to approve the Human Service Center Loan Agreement. Motion by Cushing/Mott to approve the resolution for the Human Service Center Loan Agreement and forward it to the full County Board for their consideration. All aye; motion carried.
- Resolution to waive conflict of interest: Attorney Andy Phillips & Lakeland Cares, Inc. Desmond reported that Lakeland Cares, Inc is a managed care organization that will be contracted through Family Care and is currently represented by Attorney Andy Phillips. Attorney Phillips has previously represented Oneida County and would need a waiver to represent Lakeland Cares, Inc. Discussion regarding the waiver. Motion by Mott/Cushing to forward the resolution to the full County Board for their consideration. Roll call vote: Mott, aye; Fried, nay; Hintz, aye; Cushing, aye; Jensen, aye. Four aye, one nay; motion carried.
- Committee Liability for not following Corporation Counsel Advice on Contracts.

Mott stated that this has previously come up due to contracts not being approved/recommended by Corporation Counsel or changed by corporation counsel and vendors/services providers will not sign the changes. Mott questioned the liability of signing a contract that hasn't been approved/recommended by Corporation Counsel. Desmond gave a brief explanation of the liability associated with signing contracts and examples of liability. Discussion regarding clarification as to who can approve contracts and who has to sign the contracts. Hintz stated that this is an area that we need to continue to exercise good judgement. Desmond stated that this is a case by case situation and liability can't be generalized to all contracts.

- Severance payments to towns – Tabled for future meeting.

**Public comment/communications.**

None

**Dates and items for future agenda/meetings.** Next meeting will be September 11, 2017 at 9:30 a.m. Future agenda items: County audit, Planning and Development Standards.

**Adjournment.**

Motion Mott/Cushing to adjourn at 11:56 a.m. All aye; motion carried.

Respectfully submitted,

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Tracy Hartman, Recording Secretary  
Oneida County Clerk

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David Hintz, Chair